



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES July 19, 2017 – 12:30 p.m. 400Z – Board Room**

**Present:** Chair Crandall, Vice Chair Osborn, Trustee Frye, Trustee Moore, Trustee Mullally, Trustee Oakes and Trustee Portenga

Chair Crandall called the meeting to order at 12:29 p.m.

1. Agenda

Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Meeting Minutes – June 21, 2017

Trustee Frye moved approval of the Board meeting minutes of June 21, 2017; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

- Sabbatical Request – *Tonia Lans*

Tonia Lans presented her sabbatical information. She will be returning to college to pursue her Ph.D. in counseling at Western Michigan University.

4. Consent Agenda (*Board Action Required - Vote*)

Vice Chair Osborn moved approval of the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

1. Financial Reports – *Ken Long*

The new ipads for the Board were charged back to each individual trustee's educational budget and even with that, the Board has a significant surplus in their budget from last year.

B. Required Approvals – *Chair Crandall*

5. Administrative Reports

A. Student Success Report – *Dr. John Selmon*

1. Enrollment

- Promise student data is tracked and regular updates will be given to the Board.
- MCC met with the Newaygo Promise and will stay in touch to make every opportunity available for those students to enroll at MCC.
- Of the 196 Muskegon Promise students, only eight are going elsewhere.

2. Student Success Completion Agenda

- Student Engagement Useful Data was shared.

3. Personnel Report – *Kristine Anderson*
  - Rachel Stewart, MCC’s new Alumni and Donor Relations Manager, was introduced; Mark Verhoeven will start this fall as network faculty; George Sharp, Enrollment Representative, is being promoted to a counselor this fall, filling a vacancy left by Kelley Conrad.
  
6. Business Non Operational
  - A. MCCA Report – *Trustee Oakes*
    - The Center for Student Success together with the MCCA and MSU secured a \$1M one-time appropriation for the enhancement of the Michigan Transfer Network.
    - The MCCA Summer Conference is next week on Mackinac Island.
  - B. Foundation Update – *Trustee Osborn*
    - The next FMCC Board meeting is August 24<sup>th</sup>. Rachel Stewart was welcomed and will be a big help to the Foundation.
    - A donor gathering is being planned for the Downtown Center the evening of August 24<sup>th</sup>.
    - Everyone who worked on the investment policy was thanked for their work. This will move the foundation forward greatly!
  
7. Old Business
  - B. Construction Project Committees – *Dr. John Selmon*
    - Steering Committee
      1. Health & Wellness Center – the Governor signed the Capital Outlay and we are waiting on the management agreement from the state to move forward. A meeting with the architects and construction company was held this morning and they are ready to begin construction as soon as the agreement is received.
      2. Arts & Humanities Center
      3. Downtown Center – Dr. Selmon stated some of the rooms may be the best in the state and we are excited for the community to see this facility. A soft opening is being planned for August 25<sup>th</sup> with the Board, faculty and staff. Prior to the soft opening there will be a retirement reception for Teresa Sturris. The Downtown Center also has a new address, no longer on Third Street, it is now 388 Clay Avenue.
  
8. New Business
  - A. Review of Foundation Bylaws – *Vice Chair Osborn*
    - The bylaws are presented to the Board of Trustees for informational purposes and to obtain feedback on any changes the Board would like addressed. The following edits were given:
      - Page 25, add “Section 3:” before the title “Investment Committee”
      - Page 23 “Article II: Membership, Section 2, there are two references to Board of Trustees Policy 5.04.02, which need to be deleted, as that policy manual no longer exists – change both to “by Muskegon Community College Board of Trustees”
      - Page 23 Article II: Membership, Section 2, there are two references to decision makers being the President, Vice President of Administration and/or the Chair of the Board for making final decisions – this will be changed to only the President and the Chair of the Board of Trustees

The Board of Trustees will receive this in final form next month for final review and approval.

- B. Permission to Release an RFQ to Receive Bids on 3-D scanners and 3-D printers – *Dan Rinsema-Sybenga*

Trustee Mullally moved approval; second. Vote unanimous; motion carried.

9. Board of Trustees Policy Governance Manual Updates – *Chair Crandall*

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

- A Board Retreat has been scheduled for September 6, 2017 from 9:00 a.m. to 3:00 p.m., to work on End Policies; Financial Stability; Diversity and Inclusion; Annexation; and to define the Board's goals, objectives and role in healthcare in the community with the new Health and Wellness Center being built on campus. Additional items may be forwarded to the Chair.
- Language was reviewed by the attorney and emailed to the Board by Kristine Anderson for review related to the auto renew components of President Nesbary's contract and the following edits were requested:
  - The contract starts out: "The provision of this agreement shall be ... that should be provisions;
  - 2. Term – "Subject to the provisions for termination as hereinafter provided in paragraph 9" change to "**paragraphs 9 and 10**".
  - 6. Transportation –2 things should be added: 1) it currently reads: "the amount of \$9,000 will be paid out in the regular biweekly college payroll" that could be read as \$9,000 every two weeks and should be changed to "the amount of \$9,000 **annually** will be paid out in the regular biweekly college payroll, **subject to appropriate withholding taxes.**"
  - 8. Fringe Benefits d) vacation – 20 day carryover, at the October 1, date – remove the comma after 1
  - Termination of contract e) benefits set forth in paragraphs 3, and 7 – remove the comma after 3. G) Pursuant to paragraph 8, change to pursuant to paragraph **9**
  - Paragraph 14 reads "condition of employment except by agreement is writing" change to "is **in writing.**"

Trustee Moore moved that when the final document is prepared, Secretary Frye and Chair Crandall may execute the contract on behalf of the Board; second. Vote unanimous; motion carried.

D. Future Agenda Items

10. Announcements

A. President's Report – *Dr. Nesbary*

B. Board Comments

C. Governance Entrance Conference Immediately Following Today's Board Meeting – *Brickley DeLong*

D. A Board Retreat will be scheduled for September 6, 2017 from 9 a.m. to 3 p.m.

With no further business, the meeting was adjourned at 1:16 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd